

 <b>BOND UNIVERSITY</b>	<b>BOND UNIVERSITY COLLEGE ATTENDANCE MONITORING PROCEDURE</b>
<b>Procedure Owner:</b>	Director, Bond University College
<b>Contact Officer:</b>	Director, Bond University College
<b>Approval Authority:</b>	Bond University College Learning and Teaching Committee
<b>Date of Next Review:</b>	21 June 2025

### 1. PURPOSE AND OBJECTIVES

This Procedure outlines essential processes relating to the management and administration of Bond University College's attendance monitoring requirements under the *Education Services for Overseas Students (ESOS) Framework*, including the *Education Services for Overseas Students Act 2000 (Cth)* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

The Attendance Monitoring Procedure is intended to supplement, not override, any legislative and/or regulative obligations that Bond University College, or Bond University Limited, has.

### 2. AUDIENCE AND APPLICATION

This procedure applies to all staff and students involved in attendance monitoring for Bond University College Foundation and English Program students.

### 3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Student Affairs & Service Quality (SASQ) Manager, Bond University College	<ul style="list-style-type: none"> <li>▪ Communicate with students with respect to their attendance.</li> <li>▪ Monitor students at-risk and counsel students when necessary.</li> </ul>
Learning & Teaching Manager, Bond University College	<ul style="list-style-type: none"> <li>▪ Generate a weekly attendance monitoring report from Student One.</li> <li>▪ Advise SASQ Manager of any action required for students (check-in, warning letters, cancellation of Confirmation of Enrolment).</li> </ul>
Coordinator, Financial Aid & International Compliance, Student Business Services	<ul style="list-style-type: none"> <li>▪ Liaise with SASQ Manager to provide guidance on visa requirements as necessary.</li> <li>▪ Communicate with students about the cancellation of their Confirmation of Enrolment at Bond University.</li> </ul>

### 4. THE PROCEDURE

#### 4.1. Guiding Principles for Attendance Monitoring

- 4.1.1. Attendance is marked by all English and Foundation teaching staff.
- 4.1.2. All attendance will be recorded by the Friday prior to the attendance monitoring report being generated.
- 4.1.3. If the student arrives more than 15 minutes late or leaves any class for more than 15 minutes, they will be marked absent for that class.
- 4.1.4. All absences from class, including absences due to illness, are counted as official absences.
  - 4.1.4.1. Public holidays where students are not required to attend classes should not adversely impact the calculation of a student's attendance percentage. In such circumstances, students may be marked as absent but counted as attended for internal recording purposes.
- 4.1.5. The attendance percentage is calculated by dividing the total hours of classes the student has attended by the total hours of classes held to that date. For example, if the student attended 15 hours and the total hours of classes were 20 hours, the calculation is 15 divided by 20 times 100 =  $(15/20) \times 100 = 75\%$ .
  - 4.1.5.1. If the student's attendance falls below 90%, Bond University College will send the student a First Warning Letter where the student will be invited to an appointment to see the SASQ Manager to discuss their absences.
  - 4.1.5.2. If the student's attendance falls below 85%, they will receive a Second Warning Letter. The student is required to attend an appointment to speak with the SASQ Manager.
  - 4.1.5.3. If the student's attendance still does not improve and it becomes impossible for them to achieve an 80% attendance by the end of the period of enrolment, even if they should attend all remaining classes, they may receive written notice of intention to cancel their Confirmation of Enrolment and report them to the Department of Home Affairs.
  - 4.1.5.4. Bond University may choose not to report a student where the student's attendance is between 70% and 80% by the end of their program, and they have provided clear and documented evidence showing there is compelling and compassionate reasons for their absences.

4.1.5.5. If the attendance falls below 70%, BUC must send the student the Notice of Intention to Cancel their Confirmation of Enrolment.

#### 4.2. Process for Attendance Monitoring

- 4.2.1. On the Monday of each week of the semester, the L&T Manager will generate the Bond College Attendance and Bond College Attendance Summary report from Student One.
- 4.2.2. The L&T Manager will save the report in G: Drive.
- 4.2.3. The L&T Manager will advise the SASQ Manager that a student is at-risk due to attendance.
- 4.2.4. The SASQ Manager will send the First Attendance Warning, the Second Attendance Warning, or the Notice of Intention to Cancel Confirmation of Enrolment per the templates attached.
- 4.2.5. The SASQ Manager will notify International Support if any further action is required.

#### 5. DEFINITIONS, TERMS, ACRONYMS

<b>Student One</b>	The Student Management system used for marking attendance at Bond University College.
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#### 6. AFFILIATED TEMPLATES

Attendance Warning Templates:

- [First Attendance Warning Template](#)
- [Second Attendance Warning Template](#)
- [Notice of Intention to Cancel Confirmation of Enrolment Template](#)

#### 7. RELATED DOCUMENTS

[Support for Student Policy \(SS 5.8.2\)](#)

[Enrolment Policy \(SS 5.4.4\)](#)

#### 8. MODIFICATION HISTORY

Date	Sections	Source	Details
21 June 2024	4.1.4.1	BUC	V2: update roles of L&T Manager and SASQ Manager and add 4.1.4.1 re public holidays
21 June 2023			Date first approved

## First Attendance Warning



Student Number: X

**DATE**

Dear X,

**Subject: FIRST ATTENDANCE WARNING**

**Meeting – TIME, DATE, LOCATION**

A condition of your student visa is that a minimum of 80% attendance in your classes is mandatory. If your attendance falls below 80%, the College is obliged to report you to the Australian Department of Home Affairs, and your Confirmation of Enrolment (COE) may be cancelled.

	<b>Current attendance</b>
<b><u>SUBJECT</u></b>	<b><u>X%</u></b>
<b><u>SUBJECT</u></b>	<b><u>X%</u></b>
<b><u>SUBJECT</u></b>	<b><u>X%</u></b>
<b><u>SUBJECT</u></b>	<b><u>X%</u></b>

Please note that if you have no approved absences between now and the end of your studies, your maximum final attendance will be X%.

### **Monitoring Attendance**

The [National Code](#) of Practice for Providers of Education and Training to Overseas Students 2018, Standards 8 and 10 requires the College to monitor academic performance and maintain attendance records for overseas students. Such records may be required by the Australian Department of Home Affairs and used as evidence to satisfy that the student is meeting their visa requirements.

We will be continuing to monitor your attendance. Please note that Bond University provides on campus medical, psychological and disability support to all students. If you have a medical issue you should present at the Medical Centre. If you are ill, you will need to obtain a valid [medical certificate](#) as evidence to explain your absence. If you have any study or personal issues, please come to see the College staff on Level Two of [Building 9](#) and we can advise you of all of the [support services](#) available.

If you have any questions please do not hesitate to contact [SASQ\\_BUC@bond.edu.au](mailto:SASQ_BUC@bond.edu.au).

Yours sincerely

## Second Attendance Warning



Student Number: X

### DATE

Dear STUDENT,

**Subject: SECOND ATTENDANCE WARNING**

A condition of your student visa is that a minimum of 80% attendance in your classes is mandatory. If your attendance falls below 80%, the College is obliged to report you to the Australian Department of Home Affairs, and your Confirmation of Enrolment (COE) may be cancelled.

<u>SUBJECT</u>	<b>Current attendance</b>
<u>SUBJECT</u>	<u>X%</u>
<u>SUBJECT</u>	<u>X%</u>
<u>SUBJECT</u>	<u>X%</u>
<u>SUBJECT</u>	<u>X%</u>

Please note that if you have no approved absences between now and the end of your studies, your maximum final attendance will be X%.

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If you have any questions, please do not hesitate to contact [SASQ\\_BUC@bond.edu.au](mailto:SASQ_BUC@bond.edu.au).

Yours sincerely

## Notice of Intention to Cancel Confirmation of Enrolment



Student Number: X

Date: X

**Subject: NOTICE OF INTENTION TO CANCEL CoE - BREACH OF VISA CONDITIONS**

Dear X,

To comply with the conditions of your Student Visa, you must have maintained attendance at over 80% at all times.

Under the Education Services for Overseas Students Act 2000 (Cth) ('ESOS Act'), we are obliged to report to immigration students whose attendance is less than 80% for unsatisfactory course attendance. Pursuant to Standard 9.3 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth), we may suspend or cancel a student's enrolment on the basis of a student's poor attendance. This will result in the cancellation of your Confirmation of Enrolment (CoE).

Please note that as of the X, your **current attendance is X**.

The highest possible attendance percentage you could have achieved overall if you were to attend every class from now until your current COE end date would have been X.

If you believe this decision is incorrect, you have 20 working days to appeal to the Academic Coordinator by emailing [SASQ\\_BUC@bond.edu.au](mailto:SASQ_BUC@bond.edu.au), with a letter of appeal and independent documentary evidence to support your case. Please refer to the internal appeals process ([Review & Appeals | Bond University | Gold Coast, Queensland, Australia](#)).

Your 20 working days to access the internal appeals process begins on X and finishes X.

If you are unsatisfied with the internal appeal process, you may appeal to the [Overseas Students - Commonwealth Ombudsman](#), who offers a free and independent service for overseas students. If your internal appeal is unsuccessful, you will be provided options for appealing that decision.

Yours sincerely